



Instructions for
Electronic Funds Transfer (EFT)
Program for Employer Remittances

SYSTEM INSTRUCTIONS

- The system is available to you 24 hours a day, seven days a week, including weekends and holidays.
- To be considered timely, calls must be completed **by 3:30 p.m. (Central Time)** at least one business banking day before the payment due date.
- **You must enter the date you would like your bank account debited.** You may specify a future bank account debit date. This date cannot be a weekend or state holiday and must be at least one business day in the future. For the *member and employer* contributions and *Teachers' Health Insurance Security* payments (options 1 and 2), you have up to 30 days in the future to settle. For payments from a *TRS Remittance form*, or a *THIS Fund Remittance form* (options 3 and 4), you may designate up to 40 days in advance.
- You may remit multiple pay periods or multiple contribution types in the same phone call.

For faster reporting, please have the following information ready before calling.

Have your Employer Pay Period Schedule Report and your TRS or THIS Fund Remittance form ready before you call.

For identification:

- The contribution type: (1) *member & employer contributions*, (2) *Teachers' health insurance*, (3) *TRS Remittance form* or (4) *THIS Fund Remittance form*.
- Your 7-digit employer ID number.
- Your PIN code (*please see the instructions on how to establish on your first call*).

For individual payment reporting:

- Fiscal year (4-digit CCYY).
- Pay period (values 01-60 inclusive), when applicable (*as indicated on your Employer Pay Period Schedule Report*).
- Individual or total contribution amount(s), as dollars and cents.
- Bill invoice number (*as indicated at the top of the TRS or THIS Fund Remittance form*).
- Bill section number (*as indicated in the bill section of the TRS or THIS Fund Remittance form*).
- Bank account debit date (6-digit MMDDYY).

CALL TOLL-FREE: (800) 230-1107

- System:** Welcome to the Teachers' Retirement System of the State of Illinois. Please press 1 now.
Employer: 1.
- System:** Please press the pound (#) sign after each entry to speed your call.
- System:** Please enter your 7-digit employer number.
Employer: _ _ _ _ _ #.
- System:** Enter your PIN code.
Employer: _ _ _ _ #
- System:** To make a *member and employer contribution*, press 1, to make a *Teachers' health insurance contribution*, press 2. To make a payment from a *TRS Remittance form*, press 3. To make a payment from a *THIS Fund Remittance form*, press 4. To perform a cancellation or inquiry about a payment, press 5. Or for a PIN code change, press 6.
Employer: _ #.
System: 1# - proceed to step 6a – Option 1
2# - proceed to step 6a – Option 2
3# - proceed to step 6a – Option 3
4# - proceed to step 6a – Option 4
5# - hold for operator assistance
6# - follow along as prompted

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| <p>Option 1 - For Member and Employer Contributions: (Refer to Employer Pay Period Schedule Report.)</p> <p>6a. System: Enter the fiscal year for which you are remitting contributions. Employer: __ __ __ __ # (CCYY)</p> <p>6b. System: Enter the pay period. Employer: __ __ #</p> <p>6c. System: Enter the total member TRS contributions Employer: \$ _____ . _____ #</p> <p>6d. System: Enter the total employer contributions from special trust or federal earnings. Employer: \$ _____ . _____ #</p> <p>6e. System: Enter the total employer's contributions for member benefit increase. Employer: \$ _____ . _____ # System: Your TOTAL for <u>all</u> amounts entered is: _____ dollars and _____ cents.</p> <p>To accept, press 1. To correct and re-enter (all amounts), press 2. Employer: 1# (accept) – proceed with steps #7, 8, 9. 2# (correct) – return to step #6a and re-enter.</p> | <p>Option 2 - For Teachers' Health Insurance Contribution: (Refer to Employer Pay Period Schedule Report.)</p> <p>6a. System: Enter the fiscal year for which you are remitting contributions. Employer: __ __ __ __ # (CCYY)</p> <p>6b. System: Enter the pay period. Employer: __ __ #</p> <p>6c. System: Enter the TOTAL member and employer THIS Fund contribution amount (in dollars and cents). Employer: \$ _____ . _____ # System: You entered: _____ dollars and _____ cents.</p> <p>To accept, press 1. To correct and re-enter, press 2. Employer: 1# (accept) – proceed with steps #7, 8, 9. 2# (correct) – return to step #6a and re-enter.</p> |
| <p>Option 3 -For Payment from a TRS Remittance Form:</p> <p>6a. System: Enter the bill invoice number of the bill you are paying from. Employer: __ __ __ __ __ __ #</p> <p>6b. System: Enter the TRS bill section number for which you are making payment. Employer: __ __ #</p> <p>6c. System: Enter the dollar amount for the TRS bill section number. Employer: \$ _____ . _____ System: You entered: _____ dollars and _____ cents.</p> <p>To accept, press 1. To correct and re-enter, press 2. Employer: 1# (accept) – proceed with steps #7, 8, 9. 2# (correct) – return to step #6a and re-enter.</p> | <p>Option 4 - For Payment from a THIS Fund Remittance Form:</p> <p>6a. System: Enter the bill invoice number of the bill you are paying from. Employer: __ __ __ __ __ __ #</p> <p>6b. System: Enter the THIS Fund bill section number for which you are making payment. Employer: __ __ #</p> <p>6c. System: Enter the dollar amount for the THIS Fund bill section number. Employer: \$ _____ . _____ System: You entered: _____ dollars and _____ cents.</p> <p>To accept, press 1. To correct and re-enter, press 2. Employer: 1# (accept) – proceed with steps #7, 8, 9. 2# (correct) – return to step #6a and re-enter.</p> |

7. System: Enter the date you would like your bank account debited (required).
Employer: __ __ __ __ __ __ # (MMDDYY).
System: You entered a debit date of _____.
To accept, press 1. To correct and re-enter, press 2.
Employer: 1# (accept) - proceed with step #8.
2# (correct) - return to step #7.
8. System: Thank you. Your contribution has been accepted. Your reference number is _____. Repeating, your reference number is _____.
9. System: To disconnect, press 1. To continue, press 2.
Employer: 1# - Thank you for using the Teachers' Retirement System.
2# - To report for the same employer number, press 1. (Returns to step #5.)
To report for a different employer number, press 2. (Returns to step #3.)